

ABOUT CAI-NE

Although no two communities are alike, the issues they deal with are surprisingly similar. Community Associations Institute (CAI) has been the leader in providing proven education and resources for community associations and professional managers across the country for more than 30 years.

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NEW ENGLAND CHAPTER
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Wellesley, MA 02482

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"ASK THE EXPERTS" A ROUNDTABLE DISCUSSION

Saturday, April 9, 2011
8:00 am – 12:00 noon

Doubletree Hotel Milford
11 Beaver Street, Milford, MA


NEW ENGLAND CHAPTER
community
ASSOCIATIONS INSTITUTE

"ASK THE EXPERTS"

A ROUNDTABLE DISCUSSION

Board members and professional managers of condominium associations can learn invaluable tips and techniques from the experience of other leaders and professionals.

Topics include:

- Finance Guidance
- Insurance Considerations
- Legal Issues
- Maintenance Overview
- Management Issues

Saturday, April 9, 2011
8:00 am – 12:00 noon

Doubletree Hotel Milford
11 Beaver Street
Milford, Massachusetts

*Approved for 3
Continuing Education
points for CMCA*

*Advance Registration
is Required*



PROGRAM SCHEDULE

Roundtable discussions with industry professionals and board members will provide an opportunity to share concerns and questions with others who may have faced and overcome similar problems. These discussions will provide sound advice to address specific issues.

8:00 am – 9:00 am

Networking Breakfast and Business Partner Showcase

Enjoy breakfast and the opportunity to speak with business partners who can bring the most cutting edge solutions to your condominium's every day problems.

9:00 am – 12:00 noon

Roundtable Discussions with Condominium Professionals

FINANCE GUIDANCE

The complexities of accounting for condominiums can be overwhelming. This discussion will take a look at internal controls, allocation of expenses, budgeting, investments, the role of the treasurer and the auditor, and managing reserve accounts.

- Budgeting
- Collections
- Reserve Funding Goals
- Funding for the Unexpected
- Essential Investment Objectives

INSURANCE CONSIDERATIONS

Most board members don't truly understand or recognize what is at risk for them as volunteers or what perils can affect their association. Understand what your existing insurance covers and what additional coverage you need. A discussion of the most common types of association and homeowner claims will show you which insurance you shouldn't be without.

- Volunteer Board Member Exposure and Liability
- Association Master Policy Considerations
- Insurance Claims, Damages and Awards
- Homeowner Insurance & HO6 Details
- Risk Management

LEGAL ISSUES

Every day association boards commit common mistakes because they lack a clear understanding of condominium law. Boards unknowingly misinterpret provisions of the statute and in some cases are not aware of the nuances of the law. This discussion will cover a number of important legal topics.

- New Massachusetts Condominium Laws
- Authority of the Association Board and Members
- Collections, Foreclosures and Assessments
- Rental Restrictions
- Rules & Regulations Adoption and Enforcement

MAINTENANCE OVERVIEW

Inside and out, Association Boards are responsible for common area maintenance. The importance of a reserve study can not be overlooked, but with so many options from repair to replacement and wood to vinyl, the best decision is not always clear. Discover the unique maintenance challenges New England condominiums face and how to address them.

- Effectively Using the Association's Reserve Study
- New Products and Technology
- Repair vs. Replacement Decisions
- Seasonal Challenges
- Construction Defects

MANAGEMENT ISSUES

Association Boards are in charge of all aspects of governing the community. These Trustees are volunteers who may not have experience in business or property management, but they must strive to develop the skills necessary to preserve the assets of their community and ensure the quality of life that the Unit Owners desire. From administrative tasks to the maintenance of facilities, Trustees are expected to understand it all.

- Board Meetings and Decision Making
- Rule Development and Enforcement
- Communicating with Homeowners
- Understanding the Trustee's Fiduciary Responsibilities
- Maintenance of Common Elements and Reserving for Replacements

Program Facilitators:

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Community Solutions

REGISTRATION FORM

Remember our online registration is fast and convenient. Visit

www.caine.org

and choose the Program & Event Registration tab on the left.

ASK THE EXPERTS, A ROUNDTABLE DISCUSSION

Saturday, April 9, 2011

8:00 am – 12:00 noon

Doubletree Hotel Milford

11 Beaver Street, Milford, Massachusetts

Registration Fee:

Advance Registration by March 25, 2011

\$25.00 Member \$40.00 Non-member

Registration After March 25, 2011

\$35.00 Member \$50.00 Non-member

Prices include Networking Breakfast

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